

Museums

Jerry Rouillard, Director

MISSION STATEMENT

To serve the public and to promote community involvement through heritage-education programs, preservation of historic artifacts, preservation of the County's rich historic and cultural legacy, and to add to the understanding of Placer County, its people, places and events.

MUSEUMS FUND 100 / APPROPRIATION 74300

	Actual 2001-02	Actual 2002-03	Requested 2003-04	Recommended 2003-04	Change %	Adopted 2003-04
Expenditures						
Salaries and Employee Benefits	\$ 391,363	\$ 417,956	\$ 552,207	\$ 505,174	21%	\$ 505,174
Services and Supplies	107,024	107,445	134,911	129,323	20%	129,323
Intra Fund Charges	4,909	2,771	5,526	5,526	99%	5,526
Net Budget:	\$ 503,296	\$ 528,172	\$ 692,644	\$ 640,023	21%	\$ 640,023
Revenue						
Revenue from Use of Money and Property	\$ -	\$ -	\$ 2,000	\$ 2,000	100%	\$ 2,000
Intergovernmental Revenue	1,688	-	-	-	0%	-
Charges for Services	14,124	18,526	27,256	23,000	24%	23,000
Miscellaneous Revenue	5,699	9,553	-	-	-100%	-
Other Financing Sources	15,223	15,000	15,000	15,000	0%	15,000
Total Revenue:	\$ 36,734	\$ 43,079	\$ 44,256	\$ 40,000	-7%	\$ 40,000
Net County Cost:	\$ 466,562	\$ 485,093	\$ 648,388	\$ 600,023	24%	\$ 600,023
Allocated Positions	7	7	7	7	0%	7

CORE FUNCTION

Museum Operations

Provides exhibits and educational programs, such as living history, community-heritage education classes, and special events, to Placer County residents and visitors. Staff and volunteers process and preserve historic artifacts and documents by keeping them in a controlled environment and implementing protective measures to ensure that the physical evidence of our history will be available for future generations.

FY 2002-03 Major Accomplishments

- Revised and expanded the existing Community Education Program to include local history experts and interactive, hands-on participation for lifelong learners with an interest in Placer County history.
- This year, the Discover our Heritage Living History Program saw a 72% increase in the number of students, and an 80% increase in the number of schools served. For the 2002-03 school year, the program provided an 1890s' farm experience to 1,350 third graders from 18 Placer County grade schools.
- Overhauled and expanded the Volunteer Training Program to include individual volunteer assessments and a formal mentoring process. The new program's initial class graduated a record number of candidates qualifying for volunteer positions within the department.

Community & Cultural Services

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- Installed the "Auburn Centennial" exhibit, resolving stringent environmental requirements by researching and implementing a new fiber-optics lighting solution. The new lighting virtually eliminates the threat of thermal and ultraviolet deterioration in the exhibit environment.

FY 2003-04 Planned Accomplishments

- Expand the Living History Program. The state requirement for teaching third-grade students about local history makes the program a valuable educational tool for teachers and parents. Its growing success requires that the department expand the program to make it available to still more teachers and schools within the County.
- Set up recruiting and provide better training. Well-trained and highly motivated volunteers are essential to the daily operation of the department. While the Museums Department benefits greatly from the existing cadre of volunteers, stepped up recruiting and better training will make this program more effective at helping the professional staff meet our department goals.
- Install more fiber-optics lighting. It provides a much more favorable environment than that which currently exists for fragile artifacts on exhibit in our County museums. For some artifacts, particularly Indian baskets and textiles, replacing existing lighting with fiber-optics technology will be a particularly important consideration in allowing them to remain on exhibit and available to the public for extended periods.
- Review action-plan elements of the Museum Strategic Plan. The Governing for Results Initiative creates a strong impetus for seeking new and better ways of serving our audiences and stakeholders. While the current mission statement remains valid, it is time to review the action-plan elements to determine if they still address valid needs and existing circumstances.

Department Comments

Historically, the Museums Department has been able to provide a high level of service with a small staff and a very modest budget. This has been possible, in large part, because the department has maintained an extensive and successful volunteer program. The volunteers in this program not only help staff the museums, but also serve as advocates for heritage-education and historic-preservation programs within the larger community.

In the future it will be important to maintain the vitality of this volunteer program, and it will be important to find ways to continually increase the effectiveness and efficiency of the professional staff members. The volunteer program will benefit from more aggressive recruiting, more extensive training and a continuing effort to appropriately recognize individual volunteer effort.

Staff efficiency and effectiveness will also benefit if the Museums Department is able to find a way to consolidate its administrative, archival, collections-management and exhibits-preparation functions in a single facility. In its current configuration, the department's individual functions are housed in separate facilities located at the Historic Courthouse and in three different locations at the DeWitt Center. Bringing all of these functions under one roof would most certainly result in better communication, reduced travel expense, and more effective coordination of routine work functions for staff and volunteers alike.

County Executive Comments And Recommendations

The *Museums* net budget has increased modestly over the prior year, in part due to the full-year costs of the reclassification of an administrative museum curator position to a museum program manager. This budget is relatively small and it would be difficult to achieve further budget reductions without adversely impacting service levels. During the next fiscal year, the department will seek additional operating efficiencies, and will consider increasing some user fees for the Living History Program to offset part of the cost of providing these services to schools.

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Final Budget Changes from the Proposed Budget

None.

CORE FUNCTION: MUSEUM OPERATIONS

Heritage Education Program

Program Purpose: To provide exhibits and educational programs that benefit students, residents, and visitors by increasing their understanding and appreciation of Placer County's rich history.

Total Expenditures: \$457,144

Total Staffing: 4.75

- **Key Intended Outcome:** All participants in heritage-education programs increase their understanding and appreciation of Placer County's rich history.

Heritage Education Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of elementary students attending living-history classes	1,620	N/A	1,800
% of surveyed teachers indicating satisfaction with value of program for enhancing their local history curriculum	N/A	N/A	90%
# of people participating in community learning classes	130	N/A	150
% of community participants surveyed rate their educational experience as satisfactory or higher	N/A	N/A	90%
# of people visiting Placer County Museums	31,000	N/A	34,100
% of visitors surveyed rate their visit as having enhanced their understanding and appreciation of Placer County history	N/A	N/A	90%

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Historic Preservation Program

Program Purpose: To preserve historic artifacts and documents to ensure that current and future generations will better understand Placer County history.

Total Expenditures: \$235,499

Total Staffing: 2.25

- **Key Intended Outcome:** Historic artifacts and documents receive the curatorial care necessary to preserve them and make them available for research in Placer County museums.

Historic Preservation Indicators:	Projected 2002-03	Actual 2002-03	Target 2003-04
# of historic artifacts processed on an annual basis	2,000	N/A	2,200
# of archival documents indexed on annual basis	10,900	N/A	12,000
# of research requests for access to archival materials	1,040	N/A	1,144
% of surveyed archival researchers expressing satisfaction that their research requests were effectively addressed	N/A	N/A	90%

**MUSEUMS DEPARTMENT
APPROPRIATION SUMMARY
Fiscal Year 2003-04**

ADMINISTERED BY: DIRECTOR OF MUSEUMS

Appropriation	FY 2002-03		FY 2003-04	
	Actual	Position Allocations	BOS Approved Budget	Position Allocations
GENERAL FUND Museums	\$ 528,172	7	\$ 640,023	7
TOTAL ALL FUNDS	\$ 528,172	7	\$ 640,023	7

Placer County Museum

General Fund

Fund: 100

Subfund: 0

Appropriation: 74300

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave	2,239	1,203	3,165	3,165	3,165
1002 Salaries and Wages	273,802	287,950	362,019	317,309	317,309
1003 Extra Help	31,464	29,491	43,514	44,709	44,709
1005 Overtime & Call Back	2,567	479	2,000	2,000	2,000
1007 Comp for Absence-Illness		2,770			
1011 Salary Savings				(2,500)	(2,500)
1300 P.E.R.S.	18,337	19,399	39,916	39,116	39,116
1301 F.I.C.A.	22,808	23,695	27,895	27,694	27,694
1310 Employee Group Ins	36,086	45,523	63,237	63,237	63,237
1315 Workers Comp Insurance	4,060	7,446	10,461	10,444	10,444
Total Salaries & Benefits	391,363	417,956	552,207	505,174	505,174
Services & Supplies					
2051 Communications - Telephone	13,246	12,641	15,203	15,203	15,203
2290 Maintenance - Equipment	60		202	202	202
2291 Maintenance - Computer Equip			2,500	2,500	2,500
2404 Maintenance Services		746			
2405 Materials - Bldgs & Impr	14,056	4,885	7,500	7,500	7,500
2439 Membership/Dues	779	976	800	800	800
2481 PC Acquisition			10,400	6,800	6,800
2511 Printing	6,061	6,827	8,968	8,000	8,000
2522 Other Supplies			1,720	700	700
2523 Office Supplies & Exp	9,368	4,328	4,380	4,380	4,380
2524 Postage	4,210	4,762	3,950	3,950	3,950
2555 Prof/Spec Svcs - Purchased	452	3,278	10,000	10,000	10,000
2701 Publications & Legal Notices			100	100	100
2709 Rents & Leases - Computer SW	1,991	2,076	2,171	2,171	2,171
2710 Rents & Leases - Equipment	2,290	1,145	1,500	1,500	1,500
2727 Rents & Leases - Bldgs & Impr	24,560	27,914	30,563	30,563	30,563
2838 Special Dept Expense-1099 Repor	810	3,345			
2840 Special Dept Expense	23,296	27,854	25,988	25,988	25,988
2841 Golden Sierra IR/OJT		95			
2844 Training	620	1,045	2,400	2,400	2,400
2931 Travel & Transportation	3,052	2,673	2,866	2,866	2,866
2941 County Vehicle Mileage	482	1,074	700	700	700
2965 Utilities	1,691	1,781	3,000	3,000	3,000
Total Services & Supplies	107,024	107,445	134,911	129,323	129,323
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvem	4,143	2,522	5,526	5,526	5,526
5555 I/T Prof/Special Services - Purchase	36	98			
5556 I/T - Professional Services	608				
5840 I/T Special Dept Expense	72	151			
5844 I/T Training	50				
Total Charges From Departments	4,909	2,771	5,526	5,526	5,526
Gross Budget	503,296	528,172	692,644	640,023	640,023
Net Budget	503,296	528,172	692,644	640,023	640,023

Placer County Museum

General Fund

Fund: 100

Subfund: 0

Appropriation: 74300

Budget Category (1)	Actual 2001-02 (2)	Actual 2002-03 (3)	Dept Req 2003-04 (4)	CEO Rec 2003-04 (5)	BOS Adopted 2003-04 (6)
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Less: Revenues

6965 Rents & Concessions			(2,000)	(2,000)	(2,000)
7234 State Aid - Mandated Costs	(1,688)				
8202 Historic Materials Reproduction F	(96)				
8204 Archives Donations	(13)	(66)			
8205 Museum Donations	(6,185)	(6,179)	(6,000)	(6,000)	(6,000)
8206 Gift Shop Revenues			(3,500)	(3,500)	(3,500)
8208 Park & Recreation Services		(21)			
8279 Living History Program Fees	(6,344)	(10,024)	(14,256)	(10,000)	(10,000)
8290 Archaeological Curation-Fees			(3,000)	(3,000)	(3,000)
8342 Archives Revenue	(593)	(378)	(500)	(500)	(500)
8343 Gold Panning Revenue	(893)	(1,858)			
8762 State Compensation Insurance R		(978)			
8764 Miscellaneous Revenues	(5,699)	(8,575)			
8954 Operating Transfers In	(15,223)	(15,000)	(15,000)	(15,000)	(15,000)
Total Revenues	(36,734)	(43,079)	(44,256)	(40,000)	(40,000)
Net County Cost	466,562	485,093	648,388	600,023	600,023